

INTERNATIONAL CONVENTION CENTRE

Rules and Regulations

to be observed and performed by all Customers, Sub-Licensees and Authorised Persons (each as defined in the ICC Licence Agreement).

These Rules and Regulations are subject to revision or addition at any time and details of any revisions or additions can be obtained from the ICC

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INTERNATIONAL CONVENTION CENTRE

RULES & REGULATIONS

PART 1 - GENERAL

101 Scope of the Rules & Regulations

These regulations made by the ICC shall be observed and performed by all Customers.

These regulations are in addition to:

- The eGuide guidance manual for achieving required standards while working onsite at venues within the UK as jointly published by the Association of Event Venues (or any successor organisation) from time to time in force the current version of which is available for download from the AEV website: www.aev.org.uk.
- All statutory regulations and requirements of the Authorities and,
- The terms and conditions of the material damage and public liability insurance policies effected by or for the benefit of the National Exhibition Centre Limited in respect of the International Convention Centre.
- The Health and Safety at Work etc. Act 1974, and subsequent amendments and regulations made there under.
- The Regulatory Reform (Fire Safety) Order 2005

102 Definitions and Interpretation

In these regulations the following definitions and interpretations shall apply unless the context otherwise requires:

- The "Authorities" mean:
 - Birmingham City Council
 - The West Midlands Police
 - The West Midlands Fire and Civil Defence Authority;
 - The ICC's insurers for the time being in respect of risks covered by the material damage and public liability policies affected by the ICC;
 - The Home Office or any other Government Department or any other Authority having jurisdiction over activities at the Centre;
- The "Centre" means the buildings and service areas at the International Convention Centre;
- The "Chief Fire Officer" means the Chief Fire Officer of the West Midlands Fire Service;
- The "City Council" means the Birmingham City Council;
- The "ICC" means The National Exhibition Centre Limited;
- The "Electricity Board" means Western Power Distribution;
- "Event" means any function taking place within the Centre including but not limited to conferences, meetings, banquets, conventions, exhibitions, social functions, demonstrations or displays in the nature of an event or any demonstration or display of

any sport, game or contest or any entertainment or performance of a similar nature, or of music, singing or dancing;

- "Exhibitors" means the people or person that are exhibiting at the event.
- "Gangway" means any passage or walkway within the Centre;
- "Hall" & Foyer area means any building or part of a building at the Centre used for the purpose of an Event;
- The "Customer" means the person or body to whom the ICC grants a licence to use the Centre as more particularly set out in the Licence Agreement;
- The "Licence Agreement" means the document embodying the terms and conditions entered into between the ICC and a Customer for the grant of a licence of the Venue and words and phrases defined in that document have the same meaning in this document unless the context otherwise requires;
- The "Licence Period" means the dates specified in the Licence Agreement between which the Customer has a tenancy.
- "Open Period" means the period of time that a certain Event is open to Visitors;
- "Stand" means any structure, platform, space or other area intended for use in connection with an Event;
- "Venue" has the meaning set out in the ICC Licence Agreement;
- "Visitors" means all persons at the Centre other than those present by virtue of their employment at the Centre or their employment by persons rendering services to the ICC or to the Customer or to any exhibitor or delegate;
- The "Water Authority" means Severn Trent Water;

Further guidance can be sought from the following documents:

CDM Guidelines <https://www.cdm4events.org.uk/>

AEV eguide <https://www.aev.org.uk/e-guide>

H&S at Work Act <http://www.hse.gov.uk/legislation/hswa.htm>

PART 2 - GENERAL CONDITIONS

LAYOUT & INSTALLATION

201 Layout Plans

Layout plans of Events shall be prepared by the Customer and shall conform to the following requirements:

- The Customer is advised to conform to the exact requirements for gangway widths, which vary from Hall to Hall. Please ref to the AEV E-Guide for further information.
- The traps to the service tunnels, set in the Hall floors, shall be accessible.
- All fire alarms, extinguishers, break glass points, fire hydrants, fire detection equipment, sprinkler system valves, room thermostats, house telephones, ventilation grills and doors shall be kept clear and accessible at all times.
- The CAD plan issued by the ICC to Customers will have all services detailed.
- Layout plans for Events shall be to a reasonable scale, but not less than 1:100

- Final plans are to be issued to the Event Manager & Production Manager no later than one month prior to the first day of the License Period
- Exhibition plans are to be issued to the Event Management team and written sign off received before going on sale with any stand space.

202 Working Layout Plans

- No work is to commence in the Halls until approval of the layout plans has been given in writing by the ICC.
- Not later than one month prior to the first day of the Licence Period, the Customer is to issue to the ICC layout plans for use by the ICC's operational departments and contractors. Where these plans are for an exhibition these plans must show names of exhibiting companies, stand identification numbers, stand measurements and aisle widths.

203 Mall, Registration & Quayside Areas of the Centre

- Applications to erect or place offices, desks, counters, signs or other structures in the mall, registration and quayside areas of the Centre are to be made to the ICC's Event Manager, no later than one month prior to the start of the Licence Period. Applications must be accompanied by plans showing the locations of these structures with detailed drawings of individual units where necessary.
- No work is to commence on the mall, registration and quayside areas until approval has been given in writing by the ICC and the Authorities.

204 Marking Out

The ICC will mark out the perimeter of all stands and feature areas on the floor of the Halls.

- For this purpose, the Customer is to issue to the ICC layout plans, showing dimensions of all stands and feature areas, the widths of gangways between the stands and feature areas, the dimensions between the frontages of the stands and the Hall columns and walls and stand identification numbers.
- The Customer is to check the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to the ICC Production Manager immediately. The ICC will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to the ICC vary from layout plans issued by the Customer to others.

205 Dilapidation

- If deemed necessary, the Centre will carry out a dilapidation walk prior to the commencement of the tenancy to record any pre-existing damage. A similar walk will also take place post event to record any new damage to the Centre. The Centre will require the Customer or appointed representative to be present at these walks and agree a sign off on the findings. Any damage post event deemed to be the

responsibility of the Customer or their affiliates, will be costed accordingly and those costs passed on to the Customer for payment as part of the final invoicing process.

206 Building Works & Fixings

- **General**

All fixings or attachments to or penetration of the fabric, structure of floors of any building on the Centre shall be carried out by the ICC at the expense of the Customer. This shall include the provision of foundations, pits, fixing of holding down bolts, attachments to the structural steel work, taking down or replacing removable Hall wall panels and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior of the Halls. No fittings or attachments of this type will be permitted unless approved by the Event Manager & Production Manager in writing.

- **Fixings to the Hall Floors**

No fixing is permitted to the floor of any Hall except as follows:

Hall 1 and Hall 5 stage areas: - with prior written agreement of the Production Manager (or representative).

Hall 3: where prior written agreement has been reached with the Event Manager (or representative) and appropriate arrangements have been made for the removal and reinstatement of carpet tiles (where required). The ICC may make charges for removing and reinstating carpet tiles and for any tiles cut or damaged.

- **Fixings to Duct Covers**

No fixing will be permitted to the floor duct covers.

- **Adhesive Tapes**

The Customer will be responsible for ensuring that low tack adhesive tapes is used to fix carpets or other materials to the Hall floor and is removed after use without damage to the floor. The ICC advises the use of B1/E5 exhibition tape.

- **Use of Mortar**

Persons proposing to erect brick, stone or block walls etc., shall lay heavy duty building paper or similar material on the Halls floor under the walls etc., to protect the floor surface from mortar damage. The cost of repairing any damage caused to the floor by the erection or dismantling of this work will be charged to the Customer.

- **Paint Tins/Compressed Gas Cylinders**

All full, or part full paint tins and pre-approved use of gas cylinders must be removed from site by the relevant contractor/exhibitor/organiser. Any used or unused paint tins and gas cylinders must not be left abandoned inside or outside the Halls at any time during the tenancy of the event.

The ICC has limited capacity for safe storage of paint tins containing residue and gas cylinders, a quotation for disposal can be obtained via the Event Manager.

Any damage caused within the ICC, internal or external, due to spilt paint from discarded tins or gas cylinders, will be the responsibility of the Customer and any costs associated with rectifying such damage or removal will be passed on.

- **Balloons**

The use of balloons within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.

The following must be considered when carrying out the risk assessment:

- The use of gas or batteries
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage.
- The possibility of items falling from them
- Compliance with the venue's specific regulations

All balloons must be secured by suitable means and approved by the competent person. A charge will be made for retrieval if any escape to the roof or for any damage to the air-handling units.

207 Exit Signs

If exit notices or emergency lights are obstructed by stands, decorations or exhibits, additional notices shall be provided as the Authorities may require. The provision and fixing of these additional notices will be carried out by the ICC at the Customer's expense. The Customer should also note that these additional notices may need to be illuminated and as such, power to these signs will also be required.

ADMISSION INTO HALLS

208 Delivery, Unpacking, Storage & Removal

- **General**

Deliveries will not be accepted before the commencement of the Licence Period and the ICC cannot accept responsibility for deliveries if this occurs. No vehicle will be allowed into any Hall while that Hall is open to Visitors. Exhibits and similar materials shall only be delivered and unpacked, or packed and collected, at times when Visitors is not admitted to the Hall in question. Minimal empty crates, cartons, boxes, shavings or other packing materials shall be stored on or behind any stand but must be removed when the unpacking has been completed.

- **Early Access**

The ICC will not permit deliveries to the Halls of exhibits, stand fitting or any other materials or equipment required for staging of an Event prior to the first day of the Licence Period except in accordance with specific arrangements made in writing between the ICC and the Customer. If such arrangements are made, Customers will be responsible for any

charges the ICC may make for extending the period of the Licence and for provision of the additional services.

- **End of Tenancy**

All exhibits, stand fitting and other materials brought into the Halls for an Event including materials scrapped at the end of the Event must be removed from the Halls by the owners and storage areas cleared in sufficient time for the ICC's cleaning contractor to clear the floors by the end of the Licence Period (unless specific arrangements to the contrary are made in writing between the ICC's Event Manager and the Customer). The ICC reminds the Customer that all exhibits, stand fitting and other materials should be removed from the Halls by the end of the Licence Period. The Customer will be responsible for any charges the ICC may make for extending the Licence Period and for additional services required if the Halls are not clear by the end of the Licence Period. All exhibits, stand fitting and other materials will only be held for client or courier collection for a maximum period of 48 hours, and the ICC takes no responsibility for these items whilst they remain in storage at the Centre.

- **Waste Disposal**

Customers are responsible for the removal of any waste generated as part of their onsite activities. The ICC will make the appropriate arrangements for the collection, recycling and /or disposal of items which are deemed to be abandoned on the ICC site. This will be carried out in compliance with all relevant waste management regulations and any costs associated with doing so will be passed on to the Customer.

A skip hire/waste disposal service is available and can be arranged via the Event Management team. Third party skips are not permitted on the ICC site.

209 Admission to the Halls - Build-Up & Breakdown

- **Passes**

The Customer shall issue passes/wrist bands valid for the build-up and breakdown period to all persons requiring admission to the Venue for any reason in connection with building or breakdown of the Event stands. These passes must be displayed by the holders at all times when entry into the Halls is required and shall be shown on request to the ICC's Host & Event Security on duty in the Halls.

- **NEC Group Staff Identity Cards**

Unless a specific request in writing is made to the ICC, identity cards issued by the ICC to its staff shall permit the holders' entry into the Centre at any time to carry out their duties.

- **Children Under 18**

The Customer shall not issue passes for the build-up and breakdown period to children under the age of eighteen. The ICC's Hosts or ICC Event Security have instructions not to allow children under the age of eighteen into the Halls during this period.

209a CDM Site Rules

Events that are deemed to be following the process of Construction Design and Management Regulations 2015 (CDM Regulations). The Customer should observe the following site rules:

Compliance with ICC Site Rules, ICC Hall Access Policy, eGuide, H & S legislation and CDM Regulations is required at all times.

The speed limit within the Bay Areas and Halls is 5mph.

Vehicle access into the Halls and/or CDM site must be approved by the Venue and Customer or principal contractor.

Be considerate and do not block in other vehicles.

Be safe and be seen - Hi-vis jackets should be worn at all times when off-loading and loading vehicles within the loading bays.

All forklift and vehicle movement within the Halls must be coordinated and managed safely.

Hatch markings outside each Hall access door and areas immediately in front of the access doors inside the Halls must be kept clear and accessible at all times.

Emergency gangways must be maintained to allow cleaning tractors, forklift movement and emergency access/egress etc at all times.

Emergency gangways must be clearly identified.

Authorised access only is allowed into Halls - all personnel working within a CDM site must be informed of the ICC site rules.

Appropriate management and safe methods of working at height is required at all times.

Hot Work requires a hot work permit from the Venue and must be provided one month prior to the first day of the licence period.

All accidents, incidents & near misses must be reported immediately to the ICC

Work tidy - maintain good housekeeping at all times and dispose of all waste in an appropriate manner.

Compliance with Venue policies must not be interpreted as compliance with applicable laws (including but not limited to CDM Regulations 2015). Reference in respect of CDM should be made to the HSE site.

210 Admission to the Halls - Event Open Periods

The Customer shall notify the Event Manager of the procedure to be followed by Sub-Licensees and Authorised Persons to gain entry into the Venue during the Open Period and issue to the Security Event Manager & Production Manager specimens of all passes or tickets etc., intended to be used during that period (for briefing of the security staff and Host on duty).

ICC Security will not be responsible for unauthorised access whereby a pass / ticket system has not been implemented by the client.

211 Floor Loadings

The Hall floors, including duct covers and the floor above the tunnels or other sub ways, can withstand a loading of 5 kilonewtons per square metre (approximately 100 pounds per square foot) with the following exceptions: -

- **Hall 1 Stage**
The maximum permitted loading is 7.5 kilonewtons per square metre (approx. 150 pounds per square foot).
- **Hall 3 Floor**
The maximum permitted loading is 10 kilonewtons per square metre (approx. 200 pounds per square foot).
- **Hall 3 Gallery**
The maximum permitted loading is 6 kilonewtons per square metre (approx. 120 pounds per square foot).

TRAFFIC & VEHICLES

212 Traffic

- **Control**
All vehicles entering the service bays must conform to instructions given by the ICC's Security team.
- **Unloading & Loading**
Unloading and loading may only be carried out in designated areas clear of the public highway. The ICC cannot authorise vehicles to wait or unload in contravention of local road traffic regulations. The Customer will provide vehicle registration details to the Event Manager for Bay Management a week prior to the Event.

All loading/unloading passes are issued by the Event Manager and must clearly be displayed in the vehicle windscreen. Drivers of vehicles without passes should contact the Event Manager before arrival, in order for loading/ unloading arrangements to be made.

The ICC also recommends that in the case of large exhibitions, a loading and unloading schedule should be created by the Customer and forwarded to the ICC for approval, no later than 1 week before the commencement of tenancy.

213 Hall Access Doors

The electrically operated Hall access doors to the Halls shall be operated only by the ICC's personnel or such other persons as the ICC may designate in writing. Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors from the Halls.

MISCELLANEOUS**214 Lost Property**

All property found at the Centre and handed to the Security department will be retained for four weeks by the ICC. If after four weeks no claim in respect of that property has been made by any person the finder may claim the property, otherwise the ICC shall consider the title to that property has been abandoned and shall become entitled to sell that property for its own account or dispose of it.

215 Exhibitors' Property & Security

Exhibitors' stands and exhibits on stands are not accepted into the custody or control of the ICC and Exhibitors should make their own insurance arrangements.

- All Exhibitors of jewellery should have a block insurance policy covering their goods wherever situated.
- Any person detailed to stay on a stand throughout the night shall be deemed to be a servant of the exhibitor.
- There are no onsite storage facilities for storage of high value items and money.

216 Radio Microphones

All radio microphone equipment used within the Centre must conform to the specification MPT 1350 or I-ETS 300 422 (ETSI). Any radio microphone equipment used by the Customer or its sub-contractor must be suitably licensed in accordance with current regulations and should not conflict with frequencies used by the ICC. A list of the ICC's frequencies is available from the Production Manager.

217 Books & other Goods

The Customer shall not sell or offer for sales at the venue or the centre any books, magazines, records, tapes, or other goods of whatever nature without the prior written consent of ICC which consent may be subject to such conditions as ICC considers appropriate.

218 Music Licensing

A music Licence must be obtained from PPL PRS for the playing or performance of music in public. See: <https://pplprs.co.uk/themusiclicence/>

PART 3 - FIRE & ACCIDENT PRECAUTIONS

ACTION IN CASE OF FIRE AND PERSONAL INJURY

301 Fire

The procedure for an outbreak of fire is as follows: -

- **Fire Alarm**

Raise the alarm by operating the nearest fire alarm call point. These are sited by exits and in other circulation areas throughout the Centre; or by

- **Telephone**

- Dial 3333 on the nearest internal telephone. These are coloured light brown and are located throughout the Centre.
- Dial 999 on a public telephone and inform the Fire Service: "Fire at the ICC, Broad Street, Birmingham."

Immediately afterwards notify the Centre's Security Control on 200 2000 Ext 3333. It is important to give the exact location of the fire to enable Security staff to come to your assistance and to advise the Fire Service of the most direct route.

- **Extinguishers**

If you have been trained and it safe to do, so try to quench the fire or confine it by the use of extinguishers and/or removal of goods etc. in the vicinity.

Avoid doing anything likely to create panic.

- **Evacuation**

Should it be necessary to evacuate the Centre this information will be broadcast on the public address system or sounder. It is important that instructions given are complied with immediately. The assembly point for the Centre is the Civic Centre Garden and follow staff instructions.

302 Personal Injury

In case of personal injury:

- Telephone by
- Dialling 2222 on the internal telephone system; or
- On a public telephone call the ICC's Security office on 0121 200 2000 extension 2222 giving the location of the incident. If you call the ICC's Security office using a mobile phone it is necessary to prefix the number 200 2000 with 0121 i.e., 0121-200 2000.

Remain with the person injured until the arrival of the Security staff in order to give them any information they may require about the accident.

303 Emergency Telephone Numbers

By dialling 3333 for fire or 2222 for personal injury on the internal telephone system, immediate access is given to the ICC's Security staff, thus enabling incidents to be attended to without delay.

304 Accident Reporting & First Aid

The ICC investigates all accidents and near misses' that occur on the premises, and we expect the co-operation of the Customer's in investigating the true causes of any accident in order to try and prevent re-occurrence.

All accidents and near misses must be reported to the ICC via the Event Manager. All Customers are to comply with the **Reporting of injuries, Diseases and Dangerous Occurrence Regulations 1995**. In particular, it is the Customer's (directly or via its relevant Sub-Licensee's) responsibility to report all notifiable accidents and dangerous occurrences involving their staff to the relevant local authority and to copy all details to the Event Manager.

FIRE PREVENTION - GENERAL MATTERS

305 Halls Containing Safety Curtains

A safety curtain is provided in Hall 1 as a requirement of the Authorities between the stage and auditorium. It is the responsibility of the Customer to ensure that the descent of the curtain is not obstructed by any display, exhibit or performance. Details of the line of descent and the area to remain unobstructed can be obtained from the Production Manager.

306 Means of Escape

The ICC operates within the terms of The Regulatory Reform (Fire Safety) Order 2005. A predominant requirement of all applicable legislation is that all means of escape routes and in particular exit doors from the ICC are always maintained free from obstruction. The Customer shall be responsible for ensuring that everything within the area of operation is done to ensure this requirement is complied with.

307 Use of the Mall

There are strict limitations on the use of the Mall in particular areas and on the type of usage. Minimum standards to be achieved of any material, exhibit, decoration, or commodity have been laid down by the relevant Authorities. Details of the standards to be achieved are available from the ICC's Event Manager. It shall be a requirement of the Customer that such standards are complied with.

308 Cable Pass through

Cable pass throughs are provided into certain Halls to bypass entrances and means of escape doors. These are constructed to ensure the integrity of fire compartment walls is maintained. Cable pass throughs must not be interfered with and may only be used with the express permission and under the direction of the Production Manager.

309 Dead Black Out Facilities

Theatrical dead black out facilities are provided in Halls 1, 3, 4, and 5. Such facilities are subject to specific operating rules and testing procedures and may only be used with the express permission of the Production Manager.

PART 4 - REGULATIONS FOR STAND ELECTRICAL INSTALLATIONS

STAND INSTALLATIONS

401 Conditions

- British Standards
All electrical installations on stands, features, displays or exhibits shall comply with BS7671 sections 711 and in addition:
- Any special requirements of the Authorities and the ICC.
- The Health & Safety at Work etc. Act 1974.
- The Electricity at Work Regulations 1989.
- The Exhibition Venues Association "Regulations for Stand Electrical Installations" contained therein.

The Licensor will not supply electricity to any installation which does not comply with these regulations or requirements (as updated or replaced from time to time).

The Customer shall not use or install any technical equipment or materials including sound, lighting, cinematograph, theatrical or related equipment or service other than those supplied by ICC or unless written approval has been granted by the ICC in advance.

402 Testing

- Stand Installations
To verify compliance the ICC's engineers or representatives will inspect and test a sample of installations. The ICC is to be advised by the person responsible for the installation when it is complete and ready for inspection and testing. Where found to be satisfactory, the installation will be connected to the electricity supply and energised. Where an installation is found to be unsatisfactory the supply will not be connected and the ICC will advise the person responsible, who must rectify any faults and advise the ICC when the installation is ready for re-inspecting and re-testing.

It is the responsibility of the person undertaking an installation to carry out the appropriate testing to ensure compliance with regulations prior to the submission of the "Request for Connection" form.

- Appliances
Any electrical appliance connected to a socket must have been tested by a competent person before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons responsible for bringing the equipment into the Centre.

403 Floor Ducts & Service Tunnels under Hall 3 Floor

- Exclusion
Ducts set into the floor of the Hall and the service tunnels under the floor of the Hall, where applicable, do not form part of the Centre. Access to and use of the floor ducts is limited to employees of the ICC or contractors employed by the Customer, for the purpose of installing mains supply cables and piped services.
- Limited Use
The ICC will consider limited use of the floor ducts, where applicable, for purposes other than those specified above, provided that the installation in the ducts is carried out by or under the supervision of the Production Manager and that such use has been agreed in writing prior to the commencement of the Licence Period.
- Access
No person shall enter the service tunnels, switch rooms or other service areas without permission in writing from the Production Manager or his nominees.

404 Main Switchgear and Distribution

- ICC Mains
Every Stand shall be supplied by a separate mains cable except where, by approval of the ICC, a single mains cable may be installed to supply a block of up to six adjoining Stands. This approval will only be given where the electrical installation on all Stands within the block is the responsibility of a single contractor.
- Minimum Cable Size (Sub-Mains)
The minimum acceptable cable size (subject to loading) for the wiring of block sub main supplies shall be 2.5mm².
- Isolation
Each mains supply shall have its own means of isolation situated in an accessible position on the Stand.

MAINS SUPPLY

405 Electrical Supply

- Right of Supply
All current for consumption on the Centre, whether provided through permanent mains supplies or locally installed generators, shall be supplied by the ICC.

- Standard Supplies

The standard supplies are:

- Single Phase 240V: 50 cycles per second AC supply, earthed neutral between 10 and 63 amps any one supply.
 - Three Phase 415V: 50 cycles per second AC supply, earthed neutral between 10 and 125 amps any one supply.
- 24 Hour Supplies 24-hour supplies are available for any standard supplies.
- "Clean" Supplies
The ICC's standard supplies are normally acceptable as "clean" and suitable for use for computers and data processing equipment. The ICC cannot accept any responsibility or liability for a supply that proves to be not "clean" and subsequently damages computers or data processing equipment.
- Non-Standard Supplies
Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the ICC.
- Neutrals are earthed at the ICC's sub-station.
- Load Limitation
The ICC, at its own discretion, will limit the power rating of a supply or supplies where, in the ICC's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Customer to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (i.e., in excess of 100 watts per square metre) in a particular section of the exhibition, the Customer should discuss this arrangement with the ICC prior to the final allocation of Stand space to exhibitors and should endeavour to conform to any rearrangement required by the ICC.
- Power Factor
All equipment or machinery shall operate at a power factor greater than 0.9 lagging. Where this does not naturally occur, the appropriate factor correction equipment must be installed by the person responsible for the electrical installation.

406 Main Supply Cables

- **Supply and Installation**
All main supply cables from the ICC's electrical distribution system to the point of supply, which may be an exhibit, stand or group of stands, shall be supplied and installed by the ICC.
- **Termination**
Each cable will be terminated with a fused isolator or circuit breaker supplied by the ICC.
- **Proliferation of Mains Cables**
Where installation of a number of small supplies would, in the opinion of the ICC, lead to an unacceptable proliferation of mains cables, the ICC may, at its discretion, either itself install a large mains cable and provide the mains ordered by sub distribution within the block or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.
- **Access for Installation**
The mains supply cables to stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the ICC by the agreed date. Before occupying the stand site, exhibitors and their contractors must check with the ICC that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the ICC until such time as the supply cables are installed.

407 Ordering of Main Supply Cables

- **Placing of Orders**
Mains supply cables shall be ordered from the ICC by the Customer, electrical contractors, or their nominated representatives using procedures and at charges for standard supplies agreed between the ICC and the Customer. Orders will only be accepted when made in writing. The ICC Mains Order Form is the required method for placing orders. Copies of the form are available from the ICC's Production Manager.
- **Deadline for Orders**
Orders for main supply cables shall be placed with the ICC not later than 28 days prior to the commencement of the Licence Period.
- **Late Orders**
 - **Completion**
The ICC will not guarantee to complete orders received after the deadline, prior to the opening of the Event. Priority will be given to the completion of those orders placed before the deadline.
 - **Procedure**
The ICC reserves the right to deal with orders placed after the deadline in the order in which they are received.
 - **Surcharge**

Orders for mains supplies received by the ICC after the deadline will be subject to a surcharge.

- **Payment**
The ICC reserves the right to refuse to connect a supply until the ICC's terms and conditions in relation to payments have been complied with.
- **Routing and Termination Positions**
All orders should indicate specific positions required for termination and routing of mains and must contain full information of these positions, including a dimensional plan showing their location on the stand and the location and orientation of the stand in the Hall. If this information is not given, the supply cable will be routed and terminated at a position at the discretion of the ICC. The ICC can accept no responsibility for any costs involved in relocating a supply cable or altering stand fittings or stand electrical installations if an inadequate or if no location plan for the supply cable is submitted with the order.

The main cable(s) shall be brought on to the stand from a duct within the area of the stand. Connections from a duct on an adjacent stand shall not be permitted unless either there is no duct on the stand, or the Customer and adjacent stand holder have given their prior permission.

Note: Persons responsible for designing the layout of stands, or the electrical installation for stands, should acquaint themselves with the location of the under-floor ducts in the Hall used for installing stand services to ensure that stand layouts can, or are designed to, permit the termination of mains cables over, or as close as possible to, the floor ducts. These floor ducts are shown on the layout plans of the Event, issued by the Customer.

- **Alterations to Orders**
 - **Termination Position**
Where the termination position of a mains supply cable is altered after the deadline date for placing orders, this will be treated by the ICC as a late order and will be subject to a surcharge.
 - **Rating**
Where the rating of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject to a surcharge.
 - **Cancellation of Orders**
Cancellation of orders will only be accepted by the ICC when made in writing. Where such written cancellation is received by the ICC less than one week prior to the commencement of the Licence Period, the mains supply ordered will be charged at the full rate. If the cancellation is received more than a week prior to the Licence Period, there will be a 50% charge. If a supply is ordered and not cancelled in writing, then the supply will be charged at full rate.

408 Time of Operation of Electrical Supplies

- **During Event**

Mains stand electrical supplies will be switched on half an hour before opening and off half an hour after the close of the Event each day, except for the last day when switch off will be at the time of the close of the Event.

- **During Build-Up**
During the build-up period of an Event, supplies which have been tested and connected will normally be switched on half an hour after normal starting and off half an hour before the normal finishing time of the build-up period. Additionally, there may be interruptions to the supply to allow the ICC to make extra connections.
- **Variations**
By agreement between the ICC and the Customer the times of the switching for connections may be varied to meet the needs of the Event. Such requests should be made at least half a working day in advance of the requirement.
- **During Breakdown**
All mains supplies are switched off at the closing time of the Event on the last day. Where an exhibitor requires a main electrical supply after the close of an Event, the requests for such supply should be made to the ICC, through the Customer, by midday on the last open day of the Event. The supply will be reinstated approximately half an hour after the close of the Event once essential safety work has been completed.
- **24 Hour Supplies**
Where continuity of supply is required, this should be indicated by ordering a continuous supply. The continuous supply will be from the opening morning until the close of the Event. During the build-up period the supply will normally be switched on and off as for standing supplies. By arrangement between the Customer and the ICC it may be possible to agree to improved continuity of supply.

PART 5 - PIPEWORK STAND INSTALLATIONS & MAINS SUPPLIES

STAND INSTALLATIONS

501 Conditions

- **Regulations**
All pipe work installations on Stands, features, displays or exhibits shall comply with:
 - Water and drainage - Severn Trent Water byelaws
 - Compressed air - In accordance with recommendations of the Chartered Institute of Building and Services Engineers
 - Any special requirements of the Authorities.
 - The Health and Safety at Work etc. Act 1974 and subsequent amendments and regulations made there under.
 - The ICC's rules and regulations contained herein.

The ICC will not supply water, compressed air or take drainage from any installation which does not comply with these regulations or requirements.
- **Responsibility**

The ICC will not accept responsibility for:

- Delays
Delays in connecting installations found unsatisfactory or when insufficient time has been allowed for checking.
- Any faults discovered in installations after checking and connection by the ICC.

502 Pipework Contractors

- Selection of Contractors
Generally, the ICC does not place any restrictions on the selection of contractors to carry out pipework installation. When requested, the ICC, or its nominated contractors, will quote for and carry out installation work on stands. The Customer is responsible for ensuring that the contractors observe these Rules and Regulations.

503 Use of Floor Ducts & Service Tunnels under the Floors

- Exclusion
The ducts set into the floors of the Halls and the service tunnels under the floors of the Halls do not form part of the Venue. Access to and use of the floor ducts is limited to employees of the ICC, or contractors employed by the ICC, for the purpose of installing main piped services and electrical supply cables.
- Limited Use
The ICC will consider limited use of the floor ducts for purposes other than those specified above, provided that installation in the ducts is carried out by or under the supervision of the Event Manager or representative and that such use has been agreed in writing prior to the commencement of the Licence Period.
- Access
No person shall enter the service tunnels, switch rooms or other service areas under the Hall floors without permission in writing from the Event Manager or representative.

504 Installation on Stands

- General
 - Pipework
All pipework used in installations shall be suitable for the operating pressures of the mains service for which it is to be used.
- Isolating Valves
Where Stand platforms are installed, all stop cocks or valves on mains piped services shall be above the platform and in an accessible position.
- Water
 - No Water Without Drain
No mains water service will be connected to a Stand etc. unless a drainage system is installed on the same Stand for the purpose of removing the water used.

- Pipework
Pipework used on water installations must be made of copper, approved plastic, polypropylene, or rubber. Steel or galvanised pipework shall not be used.
- Direct Machine Connections
Direct connections from the water mains service to a machine shall not be permitted unless a vacuum breaker is fitted at the inlet to the machine. If requested, the ICC will quote for the installation of the appropriate vacuum breaker.
- Drainage
 - Sinks and Washbasins
Each and every discharge into the drainage system from a washbasin or sink shall be made through a trap with a water seal at least 75mm deep.

Any costs in dealing with flood clearance caused by the exhibitor or its contractor during the Licence Period will be charged to the Customer.
- Machines
Direct drainage connections from machines are not permitted. There shall be a minimum 100mm clear air gap between the machine outlet and the drainage main. A trap with a water seal at least 75mm deep shall be fitted as near to the machine end of the drainage main as practical.
- Compressed Air
The used of rigid plastic pipework shall not be permitted.

Stand installations shall be made using metal pipework or flexible plastic/nylon hose.

505 Discharge of Fluids onto Floors

All exhibits and ancillary equipment containing fluids shall be carefully drained down at the end of an Event in such a way that no fluid is discharged on to the floor of the Halls. Any costs involved in dealing with fluid discharge on to the floors of the Halls, or into the service ducts or any damage caused to the mains services in the service ducts or tunnels under the Halls by the discharge of fluid at any time during the Licence Period will be charged to the Customer.

506 Discharge of Noxious Waste

- Discharge Prohibition
No paint, oils, spirits, chemicals, or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of waste of these types are to be submitted to the ICC which will make arrangements for their disposal at the cost of the Customer.
- Cost of Repairing Damage
The cost of cleaning or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Customer.

MAINS SUPPLIES

507 Pipework Services Supply

- **Right of Reply**
All water and compressed air supplied and drainage discharged on the Centre shall be through the mains supplied by the ICC

Standard Supplies

- **Water**
Domestic mains water is supplied through a 1/2-inch pipe at a pressure of approximately 3 bar (50 psi). The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute). Larger supplies are available by quotation.
- **Drainage**
Drainage is removed through a 1 1/2-inch hose with adequate capacity to accept the discharge from a standard water supply. Larger drains are available by quotation.
- **Load Limitation**
The ICC, at its own discretion, will limit the quantities of piped services supplies where, in the ICC's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Customer to group exhibitors demonstrating machines with large pipe services requirements in such a way as to cause an abnormal demand in a particular section of the Event, the Customer should discuss this arrangement with the ICC prior to the final location of Stand space to exhibitors and must endeavour to conform to any rearrangement required by the ICC.
- **Non-Standard Supplies**
Supplies, larger than the standard supplies above, may be arranged on application to the ICC.

508 Mains Supply Pipes

- **Supply and Installation**
All mains supply pipework from the ICC's distribution system to the point of supply, which may be either an exhibit, Stand or group of Stands, shall be supplied and installed by the ICC.
- **Termination**
Each supply hose will be terminated with a stop cock or valve with bsp threaded connection the same size as the hose. Drain hoses will be terminated with an open end 1 1/2-inch bsp coupling.
- **Access for Installation**
The mains supply pipes to stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the ICC by the agreed date. Before occupying the Stand, exhibitors and their contractors must check with the ICC that the supply pipes have been installed

and, if not, shall only occupy areas of the stand site permitted by the ICC until such time as the supply pipes are installed.

509 Ordering of Pipework Mains Services

- Placing of Orders
Mains supply pipes shall be placed with the ICC not later than 28 days prior to the commencement of the Licence Period.
- Late Orders
 - Completion
The ICC will not guarantee to complete orders received after the deadline prior to the opening of the Event. Priority will be given to the completion of those orders placed before the deadline.
 - Procedure
The ICC reserves the right to deal with orders placed after the deadline in the order in which they are received.
 - Surcharge
Orders for main supplies received by the ICC after the deadline will be subject to a surcharge.

Payment The ICC reserves the right to refuse to connect a supply until payment has been received.

- Routing and Termination Positions
All orders should indicate specific positions required for termination and routing of mains supply pipes and must contain full information of the positions, including a dimensional plan showing their location on the Stand and the location and orientation of the Stand in the Hall. If this information is not given, the supply pipe(s) will be routed and terminated at a position at the discretion of the ICC. The ICC can accept no responsibility for any costs involved in relocating a supply pipe or altering Stand fitting or Stand pipework installations if an inadequate or no location plan for the supply pipe is submitted with the order.

The mains pipe(s) shall be brought on to the Stand from a duct within the area of the Stand. Connections from a duct on an adjacent Stand shall not be permitted unless either there is no duct on the Stand or the Customer and adjacent Stand holder have given their prior permission.

Note: Persons responsible for designing the layout of Stands, including the pipework installations on Stands, should acquaint themselves with the location of the under-floor service ducts in the Halls used for installing Stand services to ensure that Stand layouts can, or are designed to, permit the termination of mains pipes over, or as close as possible to, the floor ducts. These floor ducts are shown on the layout plans of the Event issued by the Customer.

- Alteration to Orders

- Termination Position
Where the termination position of a main supply pipe is altered after the deadline date for placing orders, this will be treated by the ICC as a late order and will be subject to a surcharge.
- Rating
Where the nature of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject a surcharge.
- Cancellation of Orders
Cancellation of orders will only be accepted by the ICC when made in writing. Where such written cancellation is received by the ICC less than one week prior to the commencement of the Licence Period, the mains supply ordered will be charged at the full rate. If the cancellation is received more than a week prior to the Licence Period, there will be a 50% charge. If a supply is ordered and not cancelled in writing, then the supply will be charged at full rate.

510 Time of Operation of Pipework Services

- During the Build-Up
During the build-up period of an Event, supplies which have been checked and connected will normally be usable immediately and thereafter at all times until the close of the Event.
- During Breakdown
All main supplies are isolated at the closing time of the Event on the last day. Where an Event organiser requires a mains pipework supply after the close of an Event, a request for such supply should be made to the ICC through the Customer by midday on the last open day of the Event.

PART 6- PREMISES LICENCES

Premises Licensing

601 Scope of Licences

The Centre is licensed annually by the City Council to the ICC in accordance with the Licensing Act 2003 for the licensable activities listed below:-

- Sale of Alcohol by Retail
- Provision of Late Night Refreshment
- Performance of a Play
- Exhibition of Film
- Indoor Sporting Events
- Boxing or Wrestling
- Performance of Live Music
- Playing of Recorded Music

- Performance of Dance
- Anything of a similar description to that falling with (live music), (recorded music) or (performances of dance)

GENERAL ARRANGEMENTS

602 Time of Evening Performance

An evening performance will normally take place sometime between 18:00 hours and 23:00 hours. After the performance every endeavour must be made by the Customer to ensure that the audience can be out of the Hall and of all other parts of the Centre to allow the doors to be closed by 24:00 hours; with the exception that by prior arrangement certain members of the audience might be attending a reception or function after the performance continuing beyond 24:00 hours.

603 Security

The ICC will provide personnel to carry out ushering and audience control within the auditorium area, ticket checking and if the ICC considers it necessary, body searching at the entrances to the auditorium area will be at an additional cost which will be discussed by the ICC Event Manager. Venue Security will maintain general law enforcement and provide low profile general surveillance in general circulation areas and outside the building.

604 Lighting

- The ICC will provide house, safety and emergency lighting within the Hall(s). These lights will be controlled by the ICC's operator in consultation with the Customer's Stage Manager and/or Lighting Engineer.
- Where the ICC has agreed either to provide the lighting system for an entertainment or to allow the Customer's lighting system to be connected to the ICC's system, the operation of the ICC's systems will be the ICC's responsibility unless prior agreement has been given in writing by the Production Manager. Note that there will be a charge for this service.
- Wherever such agreement is given the Customer will be responsible for any damage, howsoever caused, through abuse or misuse of the ICC's systems.
- Sound
 - Where the ICC has agreed either to provide the sound system for an entertainment or to allow the Customer's sound system to be connected to the ICC's system, the operation of the ICC's systems will be the ICC's responsibility unless prior agreement has been given in writing by the Production Manager. Note that there may be a charge for this service.

605 Communications

The ICC will provide an agreed communications system to link such of its personnel who are involved in the operation of an Event to the Customer's personnel controlling the Event.

606 Emergencies

In the event of any emergency, the ICC reserves the right to take such steps as it considers necessary in the circumstances. As far as possible this will be done after consultation with the Customer.

607 Emergency Announcements at the International Convention Centre

The Customer's sound operator must establish with the Licensor's technical staff a means by which he/she can be instructed in the event of an emergency to fade down his/her program material without delay.

The Customer or appointed representative will then make the necessary announcement from the platform and instruct the audience accordingly.

In the event of the automatic evacuation announcement sounding in Hall 1 and 5 during a build-up, rehearsal or break-down then the Customer's staff must immediately isolate their equipment and evacuate the building as instructed by the ICC's Management and/or Security staff. For all other areas the announcement will be made via the public address system.

PART 7 - HEALTH & SAFETY

701 Monitoring of Health & Safety

The ICC, through its NEC Group Head of Health and Safety and Venue Health and Safety Advisor, will carry out inspections throughout the Licence Period of all areas which form part of the Venue and will bring to the attention of the Customer matters of Health and Safety for their action. In cases of imminent danger, the Group Head of Health and Safety and/or the Venue Health and Safety Advisor shall have the authority to take appropriate action without prior recourse to the Customer. Should this be necessary, the Customer will be informed of the actions taken at the earliest opportunity thereafter.

The Customer shall, throughout the Licence Period, ensure that positive steps are taken to monitor Health and Safety matters for the purpose of identifying risks and reducing them to the lowest possible level.

The ICC is not exempt from all or any Health and Safety legislation, standards, guidance or code. It is important that all operations carried out at the Centre are done so, so far as is reasonably practicable, without risk to either those working at the Centre and those visiting the Centre. All operations must be effectively managed to ensure safe systems of work are implemented and safety policies are available for inspection.

702 Public Participation & Adventurous Activities

If an activity of an adventurous nature (e.g., Fire Breathing or the use of Pyrotechnics) or involving public participation is planned during an Event, then the ICC Event Manager, Production Manager and NEC Group's Health and Safety Department must be informed in writing one month prior to the start of the Licence Period for approval. Risk Assessments and declaration of competency will be required to be submitted before approval being

granted. If there is any doubt what activities are considered to be adventurous, then the Event Manager, Production Manager should be contacted for advice."

703 Code of Practice, Build Up and Breakdown of Exhibitions

In order to maintain the high standard of decoration of Hall 3 and indeed other areas used for exhibition purposes, we ask that users abide by the following Code:

Smoking/Vaping is not permitted in the ICC

The consumption of food and beverages is not permitted inside the Hall. A basic catering point will be set out on the hard floor area at the side of the get-in entrance for these purposes.

Any catering will be supplied solely by the Amadeus catering department known as Amadeus. Contractors may not set up their own "tea points" within the Hall.

No children under the age of 18 will be allowed in the Hall or in the service bay during a build-up or a breakdown.

All joinery, metal working, and welding operations require prior notification and floor protection. All areas must be properly roped off to ensure no casual access to areas where this work is being carried out.

Where feasible, general floor protection will be provided to vulnerable areas of the Hall by the ICC, but if you intend to utilise damaging liquids then prior notification is essential.

Equipment and vehicles being brought into the Hall must be clean and dry. Drip trays must be provided by the exhibitor/contractor for oil leakage from vehicles.

Equipment and vehicles must not be stored in the get-in area. There is no client storage available on site.

Vehicles must not be left unattended on Cambridge Street as traffic wardens do patrol.

Health & Safety at work regulations are fully enforced in this building. Copies are available from the ICC's Event Manager.

In the event of fire ring 3333 and sound the alarm.

Please refrain from placing items against painted walls that will mark or cause damage to the fabric of the Venue.

All items above will be enforced by the Event Manager, Production Manager and Security Officer in charge. Failure to comply may result in users' access or installation being delayed.

If in doubt, or if you require assistance, please contact the ICC Security Officer at the get-in area.